

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start	2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09HP000193-01-00	3a. AMEND. NO.: 0
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4. FAIN: 09HP000193

5. TYPE OF AWARD: Service	6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9801 ET SEQ
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8. BUDGET PERIOD: 07/01/2019 THRU 06/30/2020	9. PROJECT PERIOD: 07/01/2019 THRU 06/30/2024	10. CFDA NO.: 93.600 - Head Start
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11. RECIPIENT ORGANIZATION: CONTRA COSTA, COUNTY OF 40 Douglas Dr Martinez, CA 94553-4068 Grantee Authorizing Official: John Gioia , Chair, Contra Costa County Board of Superviso	12. PROJECT / PROGRAM TITLE: Early Head Start CCP
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13. COUNTY: Contra Costa	14. CONGR. DIST.: 05	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Camilla Rand
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16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 305,109.00	A. NON-FEDERAL SHARE.....	\$ 284,607.00 20%
Fringe Benefits.....	\$ 212,143.00	B. FEDERAL SHARE.....	\$ 1,138,429.00 80%
Travel.....	\$ 7,000.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 0.00	A. TOTAL FEDERAL SHARE.....	\$ 1,138,429.00
Supplies.....	\$ 24,100.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 460,020.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...\$	0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	\$ 1,138,429.00
Other.....	\$ 65,984.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	\$ 1,138,429.00
Direct Costs.....	\$ 1,074,356.00	21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
Indirect Costs.....	\$ 64,073.00	Additional Costs	
In Kind Contributions.....	\$ 0.00	22. APPLICANT EIN:	23. PAYEE EIN:
Total Approved Budget.....	\$ 1,138,429.00	946000509	1946000509A1
		24. OBJECT CLASS:	41.51

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	DUNS UNOBLIG.	NONFED %
	09HP00019301	75-1920-1536	9-G099128	\$1,112,522.00	794080957	
	09HP00019301	75-1920-1536	9-G099121	\$25,907.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Ms. Stefanie Gordon 26 Federal Plaza Room 4114 New York, NY 10278 Phone: (212) 264-2890 x136	ISSUE DATE: 06/21/2019	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett 06/17/2019
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29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Jan Y Len - Regional Program Manager, Office of Head Start - Region IX	DATE: 06/21/2019
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11. RECIPIENT ORGANIZATION: CONTRA COSTA, COUNTY OF				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

CONTRA COSTA COUNTY COMMUNITY SERVICES

09HP000193-01-00

1. Remarks

26. REMARKS (Continued from previous page)

Under Section 638 of the Head Start Act, this grant action awards CONTRA COSTA, COUNTY OF a project period of 07/01/2019-06/30/2024 for the operation of a Early Head Start program in the designated service area(s). This grant action awards \$1,112,522 for Early Head Start operations and \$25,907 for training and technical assistance for the initial budget period of 07/01/2019-06/30/2020.

Early Head Start population: 72 infants and toddlers.

Designated Early Head Start service area(s): Contra Costa County, California.

Approved program option(s) for the Early Head Start program: Center-based, Family Child Care.

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the conditions specified in Attachment 2.

This grant action awards supplemental funds in Early Head Start for the cost-of living adjustment increase for Fiscal Year 2019.

As per Program Instruction ACF-PI-HS-17-04, the grantee is required to submit one semi-annual SF-425 report, one annual SF-425 report, and one final SF-425 report. For Contra Costa County, SF-425 reports must be received by:

- Semi-Annual Report: 1/30/2020
- Annual Report: 7/30/2020
- Final Report: 10/30/2020

Additionally, the grantee must submit their SF-429 Real Property Status report via the Online Data Collection System, accessible through GrantSolutions. Your SF-429 report is due by the Annual SF-425 due date given above. Please refer to Program Instruction ACF-PI-HS-17-03 for further details.

Attachment 1

Recipient Organization: CONTRA COSTA, COUNTY OF

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. §1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 07/01/2019-06/30/2020 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. §1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E – Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

Attachment 2

Budget Period 01 of the Project Period

Head Start Grantees must comply with the terms and conditions for the project period award in the specified timeframes.

Health and Safety

- Conduct a screening of the health and safety environment of each center and/or family child care home where services are provided according to the following schedule, as applicable:
 - within 45 days of the start of the program or school year;
 - within 45 days of children receiving services in a new center and/or family child care home; and/or
 - within 45 days of the start of the project period when the project period begins during the program or school year.See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/publication/health-safety-screener>.
- Complete a certification of compliance with all Office of Head Start (OHS) health and safety requirements within 75 days of the start of the program or school year, or within 75 days of the start of the project period when the project period begins during the program or school year.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Compliance with Health & Safety Requirements" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

Governance

- Conduct a screening of the organization's governance and leadership capacity within 60 calendar days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governing-body-tribal-council-certification>.
- Complete a certification that the governance and leadership capacity screening was conducted and a training plan was developed within 75 days of the start of the project period. See: <https://eclkc.ohs.acf.hhs.gov/organizational-leadership/article/governance-leadership-oversight-capacity-screener-certification>.
- Submit the certification to the OHS in the Head Start Enterprise System (HSES) under the DRS tab, NoA Conditions in the folder titled "Certification of Governance and Leadership Capacity Screening" and notify your Program and Grants Management Specialists of its availability in the Correspondence tab immediately thereafter.

See: <https://eclkc.ohs.acf.hhs.gov/designation-renewal-system>